

CITY OF FRANKLIN CODES ADMINISTRATION

Phone # 615-794-7012

Inspection Request Line # 615-591-5603

COMMERCIAL INSPECTION REQUIREMENTS & PROCEDURES

Five sets of plans are to be submitted to the Codes Department for review along with a completed application and a plan review fee. After the plans are reviewed and approved, a permit may be obtained for the project, provided all other City departments have approved the project. Plan approval may be delayed if there are issues for the architect or engineer to address. This will depend on the time it takes the designer to respond with acceptable information or revisions.

When the plans are reviewed and a permit is issued, a copy of the approved plans will be returned to the builder at the time the permit is issued. **This set of plans will have City of Franklin stamps on them and are to be kept on the jobsite.** Failure to have these plans on site will delay any inspections. **Any variation of work from the approved plans will not be approved and will delay the project until corrected or a change is submitted to the Codes Department and approved.**

A book will be delivered to the job site for all free standing buildings or additions. This book is to be kept on site until the project is finished. It will contain the following information concerning that project:

1. Letter correspondence between the Plans Examiners and the architects and engineers.
2. Sheets for the inspector to sign for the work he inspects on any trip to the site.
3. Conditions from the Planning Department site plan review that are to be completed before a Certificate of Occupancy can be issued.

This book is to be returned to the inspector or the Codes Department before we will issue a Certificate of Occupancy.

When work is started without a permit, be aware that you are subject to having a stop work order placed on job, paying double permit fees for permit and possible removal of work done without permit.

All work is to be done as prescribed by the approved plans. Work which does not follow approved plans will not be approved. If conditions are found on the approved plans that are not code compliant, we will request that the architect or engineer address the issue. We try very hard to avoid this, but occasionally it can happen. After all, a designer can take up to a year to design some plans, but we have to review and release the plans in only days and weeks. This can cause some errors of omission on reviews.

The building permit does not cover the plumbing, mechanical and electrical work to be done. Contractors, licensed in these particular areas within the City of Franklin must obtain permits for this work. This will include site development work between the tap and the building.

When an inspection is rejected for non-compliance, it is the responsibility of the contractor to correct the violation and request a re-inspection. When a re-inspection is charged, payment of re-inspection fee is required before another inspection is scheduled.

POST ALL PERMITS ON JOB SITE. The general contractor should obtain copies of the plumbing, mechanical and electrical permits from those sub-contractors and post them along with the building permit. **No inspection will be performed if permits are not posted.**

ZONING REQUIREMENTS: There will be items from the Planning Department that will apply to free-standing buildings and additions. There will be an inspection to verify these items have been completed as required. This will include site work, screening of mechanical equipment and other stipulations set forth in conditions required by the City of Franklin. Contractors should plan on calling this request in early to avoid delay in receiving a Certificate of Occupancy. For this inspection, call Matt.Reinders, Zoning Administrator, at 794-7012. This will include conditions and requirements of the Planning Department, Engineering Department, Street Department, Water and Sewer Departments that were approved as pending during site plan approval.

A Tree Cutting Permit is to be obtained from the Codes Department before cutting trees.

Erosion control is to be maintained on jobsite until the job site is complete. If there are concerns regarding erosion and water control, contact the Engineering Department.

INSPECTION REQUESTS. Effective April 13, 2006, the cut-off time for inspection requests is 2:00 p.m. Any inspection called in before 2:00 p.m. will be scheduled for the next day. Calls received after 2:00 p.m. will be scheduled for the next day beyond that (second day from that time). It is imperative that you call in the correct information when requesting an inspection. Incomplete or inaccurate information will prevent your inspection from being scheduled. Be sure the work is ready for inspection when you make the request. If the work is not ready for inspection when the inspector arrives, you will be subject to a \$50.00 reinspection fee. Remember, your inspection could be the first inspection on the list.

The following inspections are required to be done by our department:

1. **FOOTINGS:** We will inspect the trenches and reinforcement of all footings before concrete is placed. We will do partial footings on large commercial projects. In some instances, we may require additional engineering work where questionable soil exists. An engineer's letter will not exempt an inspection from the Codes Department.
2. **RETAINING WALLS:** We will inspect retaining walls for conformance to engineered design. All forms and reinforcement are to be in place and inspected before concrete is placed.
3. **SLABS:** We will inspect all slabs within the building. We will look for proper grade level. A vapor barrier must be in place and not damaged by other work. Reinforcement is to be in place.
4. **HANDICAP RAMPS:** Great care should be taken to size, level and dimension of landings at exit doors where handicap accessible ramps are placed. The dimensions and rise of the handicap ramp are to be compliant with the Handicap Code or the work will have to be redone at final. If you have questions about this before you pour these areas, contact your inspector. Again, approved plans should have the necessary information and should be on site.
5. **POURED IN PLACE WALLS:** We will inspect poured in place walls when all forms and reinforcement are in place and before any concrete is placed.
6. **UNDER SLAB ELECTRICAL:** Electrical rough-in under slab will be done when this work is completed and ready to be covered. It is not to be covered until inspected and approved.
7. **ELECTRICAL ROUGH-IN: (ABOVE SLAB)** Electrical work above the slab is to be inspected before anything is covered. Building is to be dried in before rough-in inspections.
8. **UNDER SLAB PLUMBING:** We will inspect all under-slab plumbing before the any of the plumbing work is covered. All plumbing pipes running through or under walls are to be sleeved as prescribed by

the 1997 Standard Plumbing Code. Tests are to be on the system for inspection. This inspection request and work is the responsibility of the plumbing contractor who obtains the plumbing permit for that project. Partial inspections can be requested on commercial projects.

9. **PLUMBING ROUGH-IN: (ABOVE SLAB)** Plumbing system above the slab is to be inspected before anything is covered up. Building is to be dried in before rough-in inspections. Partial inspections can be requested on commercial projects.
10. **MECHANICAL ROUGH-IN:** All mechanical equipment is to be inspected when it is roughed in and before anything is concealed. All piping, ducts and other components are to be in place. Building is to be dried in before rough-in inspections. Partial inspections can be requested on commercial projects.
11. **FRAME:** When all walls are in place and building is completely dried in. A building being dried in means that framing is complete with all windows and doors in place along with having the roofing in place. Partial inspections can be requested on commercial projects.
12. **DRYWALL:** **Do not stock drywall in a building prior to framing approval.** Failure to comply with this will require removal of drywall from the building. However, in some cases, your inspector may work with you to stock some drywall. Do not hang "one side" without contacting your inspector first. These drywall items are at the absolute **DISCRETION OF YOUR INSPECTOR**. This varies somewhat from residential construction, where drywall is NOT to be stocked prior to insulation and framing approvals.
13. **WATER & SEWER:** Inspection will be made when trenches are excavated and lines installed, connected, bedded and clean-outs are in place. Site development plumbing between taps and the buildings are to be permitted and inspected by the City of Franklin Codes Department.
14. **FINAL PLUMBING:** This inspection will be done after all plumbing work is done and ready for use. This includes all fixtures in place and operable handicap accessibility fixtures for restrooms will be checked at this inspection. Backflow preventors will be checked as well.
15. **FINAL GAS LINE TEST:** This inspection will be done when all mechanical work is completed and prior to final Mechanical Equipment inspection.
16. **MECHANICAL FINAL:** This inspection will be done after gas line has passed inspection. All mechanical equipment is to be in place, connected and ready for service when this inspection is done.
17. **ABOVE CEILING INSPECTION:** We will do an inspection above ceiling to determine that all penetrations have been properly sealed and that fire rated walls are properly stenciled as fire rated walls. This is to be done before ceiling tiles are put in place. This primarily deals with rated walls, tenant separations, etc., but can be required in other situations. The Fire Marshal shall have approved any above ceiling suppression systems prior to this inspection.
18. **LOW VOLTAGE:** Electrical permits are to be obtained for low voltage wiring and alarm systems. An Tennessee Electrical contractors license is required in order to obtain a permit. A Tennessee State Alarm Contractors license will be required to obtain a low voltage permit for alarm systems. Inspections for low voltage work are required.
19. **FINAL ELECTRICAL:** An electrical final will be done after all electrical work is completed and ready for service. Do not call for building finals until final electrical has passed inspection.

20. **FINAL FIRE MARSHAL INSPECTION:** The City of Franklin Fire Marshal or his assistant will do a final inspection for Fire Code violations prior to issuance of a Certificate of Occupancy. It is the responsibility of the contractor to get this scheduled with the Fire Marshal. This applies to all commercial projects.
21. **BUILDING FINAL:** This inspection should **not** be requested until the ELECTRICAL FINAL has passed. This should be the last inspection necessary for the issuance of a Certificate of Occupancy. The building, including all site work and zoning issues, as mentioned above, must be completed and ready for occupancy before a Certificate of Occupancy is issued. A Temporary Certificate of Occupancy may be issued in some cases for setting up equipment and stocking. This would not include admission of the general public or opening for business. This is to be coordinated with the Fire Marshal and your Building Inspector.
22. **CERTIFICATE OF OCCUPANCY:** A Certificate of Occupancy can be issued when all requirements and conditions have been satisfied. The builder should be aware that a Certificate of Occupancy can only be issued when the permit work is completed. If a contractor obtains one (1) permit for more than one building or one tenant build-out, there can be no Certificate of Occupancy issued until all buildings or spaces indicated for that permit are completed and approved. We discourage this because it restricts occupancy of any one space or building until all the work under that permit is completed.
23. **CERTIFICATE OF COMPLETION:** When a permit is obtained to build a “shell building”, a Certificate of Completion for the shell will be issued at time of completion and approval of the shell building. Tenant build-outs require separate submittals of plans and separate permits. A Certificate of Occupancy cannot be issued for a tenant space until the shell has been completed and a Certificate of Completion has been issued.
24. **A Certificate of Occupancy or Certificate of Completion** will not be issued until the project location is properly identified with building numbers or other approved building identification.

Inspections can be called in 24 hours a day to our voice mail system. **They are taken off at 2:00 p.m. each day.** The inspection request line number is **615-591-5603**. Please call in your inspections with the **following information**. Accuracy is very important. Wrong information will prevent you from getting an inspection. Any other information is not needed and is not recorded.

- 1 **PERMIT NUMBER number. Permit number must match the work. A building permit number cannot be used for a plumbing or any other inspection except Building inspection.**
- 2 **KIND OF INSPECTION. (example: footing, frame, rough-in, final, etc.)**

We do NOT recommend ordering concrete prior to approval since there are limits on the time it can be on a truck and still be used. We do enforce this.

DO NOT call your inspector and leave a voice mail on his phone for your inspection request. If that inspector is not at work for any reason or does not check his voice mail more than once or twice a day, you will not get your inspection. He will still instruct you to use the Inspection Request Line. However, feel free to contact your inspector if you do have questions or concerns involving work or inspections.

Our office number is 615-794-7012 for voice contact. Use the inspection line to request your inspection. Do not call the office to check to see if an inspection was approved. If the inspection was made, there will be record of whether it passed or failed on the job site. It is your responsibility to know what is on your job.

(revised 08/14/07)